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October 5, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY  
SUPPORT SERVICES MASTER AGREEMENT WORK ORDER 06-2299**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to amend the Information Technology Support Services Master Agreement (ITSSMA) Work Order 06-2299 with Rydek, Inc. to extend the term through June 30, 2013 and increase the total maximum amount by \$136,700 from \$499,000 to \$635,700.

Federal and State regulations require that confidential and protected health information be secured when acquired, transmitted, processed, or stored within the DPH network. DPH has deployed a variety of technical and administrative controls to address security risks within the complex DPH IT environment. DPH began implementing a Security Development Lifecycle (SDL) for application development.

The Departmental Information Security Officer (DISO) is responsible for DPH's compliance with HITECH Act, FACTA, SB 1386, County and DPH IT security policies, as well as security controls mandated by memoranda of understanding with other agencies, and other State and federal information security regulations. In addition, the DISO is responsible for the development of information security policies and procedures, management of information security risks, security awareness, IT control audits, and securing DPH data and applications from internal and external security threats. DPH has limited internal resources and therefore requires assistance from a qualified security consultant to meet these responsibilities.

The scope of work for this amendment will include the following responsibilities:

- Develop security policies, standards, and procedures that align with the County of Los Angeles Fiscal Manual, ISO 27002 Framework, and Los Angeles County security policies;
- Oversee information security incident management and reporting to comply with County of Los Angeles policies and California State and federal regulations. In addition, document the process of reporting security incidents including the development of a corrective action plan;
- Develop information security metrics for ongoing monitoring of the DPH IT security policy and compliance program; and
- Transfer knowledge and expertise by mentoring and training DPH staff on job duties and responsibilities.

### **Justification**

This extension of this Work Order is critical in ensuring the availability of highly-skilled information security expertise for DPH's Information Security Program. DPH does not have sufficient staff with the requisite security compliance expertise or knowledge to perform the required aforementioned tasks. In addition to the DISO, there is one employee in the IT Security Program; however, this employee is currently on long-term leave. DPH has recently filled two other positions within the Program with candidates expected to start by October 16, 2012. During the extension period, the consultants under this Work Order will train the incoming staff and fill in for the employee on long-term leave so that information security activities can continue without interruption.

DPH intends to terminate the Work Order upon return of the employee from long-term leave or upon expiration of the requested extension period, whichever comes first. DPH will not request any additional time extensions or increases in dollar amounts for this Work Order. If this Amendment is not approved, DPH's ability to effectively secure its network, including meeting regulatory requirements and County standards, will be compromised.

The Consultant's hourly rate for this Work Order will remain the same through the extended term of the Work Order. Sufficient funds for this initiative are available in DPH's FY 2012-13 budget.

### **Notification Timeline**

Consistent with ITSSMA policies and procedures, I am informing you of my intention to extend the term of this Work Order and increase the maximum dollar amount for a final time. If no objection is received from your Board in ten business days upon receipt of this Board notification, I will request ISD to proceed with the amendment of this Work Order.

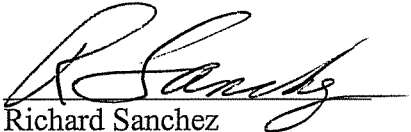
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If you have any questions or would like additional information, please let me know.

JEF:jg

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel  
Chief Information Officer  
Director, Internal Services Department

**REVIEWED BY:**

  
Richard Sanchez  
Chief Information Officer

10-12-12  
Date